

# ORDER FOR SUPPLIES AND SERVICES

REQUISITION/REFERENCE NUMBER

PAGE OF PAGES  
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1. DATE OF ORDER

2. ORDER NUMBER

GS-00P-14-CY-A-0008/GS-P-11-15-YA-5077

3. CONTRACT NUMBER

GS-23F-0289N

4. PDN NUMBER

PJ5MB1248

FOR  
GOVERNMENT  
USE  
ONLY

5. ACCOUNTING AND APPROPRIATION DATA

See Schedule

FUND  
FUNCTION CODE  
BIA CODE  
CC-A

PROJ/PROS NO.  
OIC CODE

ORG. CODE

W/ITEM

PRT./CRAFT

REGION

6. TO: CONTRACTOR (Name, address and zip code)

JONES LANG LASALLE AMERICAS, INC.  
1801 K ST NW STE 1000  
WASHINGTON DC 20006

7. TYPE OF ORDER

A. ☐ PURCHASE

Please furnish the following on the terms and conditions specified on the order and the attached sheets, if any, including delivery as indicated.

B. ☒ DELIVERY (For Supplies)

This delivery order is issued subject to the terms and conditions of the above numbered contract.

C. ☐ TASK ORDER (For Services)

This task order is issued subject to the terms and conditions of the above numbered contract.

D. MODIFICATION NUMBER AUTHORITY FOR ISSUING

8A. Data Universal Numbering System (DUNS) Number  
132073388

8B. Taxpayer Identification Number (TIN)  
364/60760

9A. BUSINESS CLASSIFICATION

☐ a. SMALL ☒ b. OTHER THAN SMALL

☐ c. SMALL DISADVANTAGED

☐ d. WOMAN-OWNED

☐ e. HUBZone

☐ f. EMERGING SMALL

☐ g. VETERAN

☐ h. SERVICE DISABLED VETERAN

10. ISSUING OFFICE (Address, Zip Code, and Telephone Number)  
WPHCD

11. REMITTANCE ADDRESS (MANDATORY)  
00000817  
JONES LANG LASALLE AMERICAS, INC.  
33832 TREASURY CENTER  
CHICAGO IL 60694

See Schedule

GSA/PSNCR Office of Acquisition  
Specialized Services Contracts Branch (WPHCD)  
7th AND D STREETS SW  
WASHINGTON DC 20407

Except as provided herein, all terms and conditions of the original order, as heretofore mentioned, remain unchanged.

9B. START DATE:

9C. COMPLETION DATE: SEP 30, 2015

12. SHIP TO (Consignee Address, Zip Code and Telephone Number)

13. PLACE OF INSPECTION AND ACCEPTANCE

14. REQUISITION OFFICE (Name, Symbol and Telephone Number)  
11WPTB

15. F.O.B. POINT  
Destination

16. GOVERNMENT B/L NUMBER

17. DELIVERY F.O.B. POINT  
See Schedule

18. PAYMENT/DISCOUNT TERMS  
Net 30

ITEM NUMBER  
(A)

SUPPLIES OR SERVICES  
(B)

QUANTITY ORDERED  
(C)

UNIT  
(D)

UNIT PRICE  
(E)

AMOUNT  
(F)

Effective Date:

See Continuation Page for Line Item Details.

20. RECEIVING OFFICE (Name, Symbol and Telephone Number)

TOTAL FROM 300-A(S)

GRAND TOTAL

\$24,523.72

21. MAIL INVOICE TO: (Electronic Invoice Preferred)

GSA  
P.O. BOX 17181  
FORT WORTH TX 76102-0181

22. GROSS SHIP WEIGHT  
BCFA

23. SHIPPING POINT

24. FOR INQUIRIES REGARDING PAYMENT CONTACT:  
Linda Spessato

24B. TELEPHONE NUMBER  
202-205-5423

25A. NAME AND TITLE OF OFFEROR/CONTRACTOR

26A. UNITED STATES OF AMERICA  
Vincent E. Maitner, P.E.

(NAME OF CONTRACTING/ORDERING OFFICER)

25B. SIGNATURE

25C. DATE SIGNED

25B. SIGNATURE

25C. DATE SIGNED

GENERAL SERVICES ADMINISTRATION

GSA 300 (REV. 5/2010)

# SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0001	<p>This award is for the analysis of the Washington D.C. Metro Real Estate Market Conditions to determine the potential impacts on the valuation of GSA assets within its real estate portfolio. All work will be completed in accordance with the Scope of Work dated April 16, 2015.</p> <p>Program Manager</p> <p>Accounting and Appropriation Data: PJ5NB1248.2015.192X.11.PG61.P11TT0001.J86.PG161.</p> <p>(b) (4)</p> <p>SHIP TO: GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH &amp; D STREET SW, ROOM 7600 WASHINGTON DC 20407</p> <p>Pricing Option: Firm-Fixed-Price</p> <p>Project Manager</p>	(b) (4)			
0002	<p>Accounting and Appropriation Data: PJ5NB1248.2015.192X.11.PG61.P11TT0001.J86.PG161.</p> <p>...</p> <p>(b) (4)</p> <p>SHIP TO: GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH &amp; D STREET SW, ROOM 7600 WASHINGTON DC 20407</p> <p>Pricing Option: Firm-Fixed-Price</p> <p>Real Estate Agent</p>	(b) (4)			
0003	<p>Accounting and Appropriation Data: PJ5NB1248.2015.192X.11.PG61.P11TT0001.J86.PG161.</p> <p>(b) (4)</p> <p>SHIP TO: GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH &amp; D STREET SW, ROOM 7600 WASHINGTON DC 20407</p> <p>Pricing Option: Firm-Fixed-Price</p>	(b) (4)			

# REQUISITION/PROCUREMENT REQUEST FOR EQUIPMENT, SUPPLIES OR SERVICES (Instructions on reverse)

PAGE

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OF PAGES

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2. REQUISITION/PROCUREMENT REQUEST NO. WPT-15-0049		3. ACT NUMBER PJSNB1248	4. DATE PREPARED APR 20, 2015	5. JOB/PROJECT NUMBER			
6. TO (Stockroom/Contracting Office, Name and Location)  WPGC GSA, ACQUISITION MANAGEMENT DIVISION 301 7TH STREET SW ROOM 7107 WASHINGTON DC 20407-0001				7. FROM (Requisitioning Office, Name, Symbol, Location and Telephone Number) WPT GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH & D STREET SW, ROOM 7600 WASHINGTON DC 20407 (202)708-5334			
8. FOR INFORMATION CALL (Name and Telephone Number) Dakota D. Moore 202.708.5334							
10. ACCOUNTING CLASSIFICATION See Schedule							
FUND	ORG. CODE	BA CODE	O/C CODE	11. SHIP TO (Address, ZIP Code and Telephone Number)  See Schedule			
FUNC CODE	C/E CODE	PROU/PROS. NO.	CC-A				
W/ITEM	CC-B	PRT/CFT					
12. CONTRACT NUMBER							
ITEM NO. FORM OR STOCK NUMBER (13)	DESCRIPTION OF ARTICLES OR SERVICES (14)  Please See Continuation Page for Line Item Details.			QUANTITY (15)	UNIT OF ISSUE (16)	UNIT PRICE (17)	AMOUNT (18)
IF ADDITIONAL SPACE IS REQUIRED, USE GSA FORM 49A, REQUISITION/PROCUREMENT REQUEST				19. TOTAL AMOUNT INCLUDING CONTINUATION		\$34,350.00	
20a. TYPED NAME AND TITLE OF FUND CERTIFYING OFFICIAL Gail Hariston				21a. TYPED NAME OF REQUISITIONER Dakota D. Moore			
20b. SIGNATURE		DATE		24b. SIGNATURE (b) (6)		DATE 4-21-15	
22. LIST ATTACHMENTS				23a. TYPED NAME OF APPROVING OFFICIAL Carla Knobe		DATE 4/21/15	
				23b. SIGNATURE (b) (6)		DATE 4/21/15	
				24. SHIPPED BY			
FREIGHT		PARCEL POST	EXPRESS	MAIL			
25. FILLED BY		26. PACKED BY		27. CHECKED BY			
28. BILL OF LADING NUMBER				29. DATE SHIPPED			

# REQUISITION/PROCUREMENT REQUEST FOR EQUIPMENT, SUPPLIES OR SERVICES (Continuation)

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2. REQUISITION/PROCUREMENT REQUEST NO. 3. ACT NUMBER

WPT-15-0049

PJ5NB1248

4. DATE PREPARED

APR 20, 2015

ITEM NO. FORM OR STOCK NUMBER (13)	DESCRIPTION OF ARTICLES OR SERVICES (14)	QUANTITY (15)	UNIT OF ISSUE (16)	UNIT PRICE (17)	AMOUNT (18)
0001	Senior Subject Matter Expert  Account Code: PJ5NB1248.2015.192X.11.PG61.P11T0001.J86. PG161.... (b) (4)  GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH & D STREET SW, ROOM 7600 WASHINGTON DC 20407  FOB Designation: Destination	(b) (4)			
0002	Project Manager  Account Code: PJ5NB1248.2015.192X.11.PG61.P11T0001.J86. PG161.... (b) (4)  GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH & D STREET SW, ROOM 7600 WASHINGTON DC 20407  FOB Designation: Destination	(b) (4)			
0003	Senior Consultant  Account Code: PJ5NB1248.2015.192X.11.PG61.P11T0001.J86. PG161.... (b) (4)  GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH & D STREET SW, ROOM 7600 WASHINGTON DC 20407	(b) (4)			

**REQUISITION/PROCUREMENT REQUEST FOR EQUIPMENT,  
SUPPLIES OR SERVICES (Continuation)**

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2. REQUISITION/PROCUREMENT REQUEST NO. WPT-15-0049

3. ACT NUMBER PU5NB1248

4. DATE PREPARED APR 20, 2015

FOB Designation: Destination  ANALYSIS OF WASHINGTON DC METRO REAL ESTATE MARKET CONDITIONS&#8553; IMPACT ON THE VALUATION OF GSA ASSETS				
0004  Consultant  Account Code: PU5NB1248.2015.192X.11.PG61.P11T0001.J86. PG161.... (b) (4)  GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH & D STREET SW, ROOM 7600 WASHINGTON DC 20407  FOB Designation: Destination				
0005  ADMIN  Account Code: PU5NB1248.2015.192X.11.PG61.P11T0001.J86. PG161 (b) (4)  GSA, OFFICE OF PORTFOLIO MANAGEMENT 7TH & D STREET SW, ROOM 7600 WASHINGTON DC 20407  FOB Designation: Destination				

### **SCOPE OF WORK:**

GSA is seeking to have an analysis completed to determine the potential impacts that current and projected market conditions, as described in the Scope of Work attached, may have on the fair market value of assets within its real estate portfolio

Completion in months -

5 weeks

### **DIRECT SALARY COSTS**

[illegible]

SCOPE OF WORK  
CONTRACT FOR THE PERFORMANCE OF PROFESSIONAL SERVICES  
ANALYSIS OF WASHINGTON DC METRO REAL ESTATE MARKET CONDITIONS' IMPACT ON THE  
VALUATION OF GSA ASSETS

1. STATEMENT OF PURPOSE

The United States General Services Administration (GSA) National Capital Region (NCR) currently oversees a federally owned portfolio of approximately 50 million square feet of real estate in the Washington, DC Metro Area. As the buildings age and the condition of the portfolio deteriorates, GSA continues to examine and implement diverse alternatives to best manage, maintain and renovate this large portfolio. Many of the buildings included in the NCR portfolio are large buildings/sites with prime downtown DC locations in the monumental core. These buildings present a unique opportunity for GSA to leverage these assets through disposition/exchange to capture the best value for the taxpayer while providing the federal agencies with state of the art office space that allows them to best perform their important, respective mission. GSA is currently moving forward with two proposed exchanges that include the J. Edgar Hoover Building at 935 Pennsylvania Avenue, NW and the exchange of Cotton Annex (CA) Building located at 300 12th St. SW and the GSA Regional Office Building (ROB) located at 301 7th St. SW, referred to as CA/ROB.

The purpose of the Scope of Work is to solicit professional real estate services to gather and examine current and projected market information/conditions (this should include the proposed J. Edgar Hoover and CA/ROB exchanges) for the Washington, DC Metro Real Estate Market and the potential impact these conditions may have on the valuation of GSA's assets in a disposition or exchange. The market conditions should include typical real estate metrics (vacancy, absorption, sales, proposed large commercial developments, etc.) as well as any other supplementary impacts (including but not limited to issues like proposed zoning changes, capital markets, timing of a potential disposition/exchange, location of the asset, condition of the asset). While a macro level analysis of these conditions and the potential impacts on valuation in a disposition/exchange deal structure are expected as part of this scope, there are specific federally owned buildings where GSA is seeking to have a more robust analysis completed. The sites are the Department of Labor Headquarters Building (Frances Perkins) located at 200 Constitution Avenue, NW, and multiple buildings along Independence Avenue to include the James V. Forrestal Building located at 1000 Independence Ave, SW, and the Orville Wright Federal Building located at 800 Independence Avenue, SW, and the Wilbur Wright Federal Building located at 600 Independence Avenue, SW, the "Parcels."

2. SCOPE OF WORK

**Real Estate Market Analysis and Impact on Valuation**

GSA is seeking to have an analysis completed to determine the potential impacts current and projected market conditions, as described above, may have on the fair market value of assets within its real estate portfolio. The analysis should include market conditions for the Washington, DC Metro Area.

Deliverables include:

April 16, 2015

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- Compile market data from multiple sources and complete a detailed market analysis of current conditions to include the office, residential and retail markets.
  - Market analysis for all downtown DC submarkets should include typical metrics including but not limited to:
    - Vacancy rates, significant leasing activity, absorption rates, significant sales, proposed pipeline activity, historical data for past 12 quarters/months, macro outlook for the respective asset classes.
- Analysis of the impact of the proposed DC Zoning Regulation Review (ZRR), or any other proposed changes or regulatory impacts, related to the proposed zoning for the Parcels to include, but not limited to, the zoning classification under private ownership, FAR, potential increases to density.
- Analysis of other additional impacts including but not limited to capital markets, timing of a potential disposition/exchange, location of the asset, type of disposition (e.g sale or exchange), condition of the asset, impact of executing a Public Private Partnership with the federal government.
- Overall analysis of all of the potential impacts could potentially have on the fair market value of the Parcels and a macro discussion on other potential sites (not seeking a formal appraisal).
- Presentation of findings to GSA management.

#### **Firm Fixed Price**

The firm fixed price is inclusive of all services detailed.

#### **Travel**

No travel reimbursement will be authorized by GSA.



**REAL PROPERTY SALES AND SUPPORT SERVICES (RPSSS) BLANKET PURCHASE  
AGREEMENT (BPA)**

**REGIONAL ORDERING AND ADMINISTRATION PROCEDURES**

**I. OVERVIEW**

The following eight (8) firms were awarded a BPA on, November 1, 2013:

<b>RPSSS Contractor</b>	<b>Abbreviated Name</b>	<b>Business Size</b>
Jones, Lang, LaSalle	JLL	Other than Small
EMAX	EMAX	Small/Woman-owned
PriceWaterhouse Coopers/KERES	PWC/KERES	Other than Small/Small
CBRE	CBRE	Other than Small
Bazilio Cobb Associates	BCA	Small
Value Recovery Holding, LLP	VRH	Small
McGladrey, LLP	--	Other than Small
Matt Martin Real Estate Management	MMREM	Small

The RPSSS BPA's full period of performance is five (5) years: The BPA expires on October 31, 2018. The base year began on November 1, 2013 and ends on October 31, 2014.

The total maximum order limitation (MOL) of the BPA is \$64M over the five-year performance period; the MOL for each individual performance year is \$12.8M.

The BPA was established under the following Financial and Business Solutions (FABS) Schedule 520 Special Item Numbers (SINs):

- SIN # 520-1 Program Financial Advisor
- SIN # 520-2 Transaction Specialist
- SIN # 520-3 Due Diligence & Support Services
- SIN # 520-13 Complementary Financial Management Services

The BPA holders in the table above are capable of performing the following Statement of Work (SOW) required services for multiple properties in multiple locations, nationwide and simultaneously (see attached SOW for a full description of services):

- (Analysis of) National and local markets
- Due diligence
- Property sales and related services (incl. asset sales preparation, bidder evaluations, online/live auctions, and property listing and showing)
- Marketing

- Advertising
- (Evaluation and analysis of) Leasehold interest
- Protection and maintenance (of idle properties)
- Property utilization studies
- Asset management
- Property valuation/appraisal
- Environmental
- Demolition services (consultation)
- Financial performance analysis

## **II. ORDERING PROCEDURES**

*The Central Office contracting officer for the RPSSS BPA will issue a delegation for all regional warranted contracting officers.*

The regional project manager (PM) is responsible for developing and submitting the \*BPA Call Request package to the regional contracting officer. The BPA Call package consists of the following:

1. SOW (description of work, location, period of performance, special requirements – e.g., security clearance, etc.; deliverables, performance standards and evaluation criteria, if applicable)
2. Independent Government Estimate (IGE)
3. GSA Form 49, Requisition/Procurement Request for Equipment, Supplies or Services
4. Supplemental or supporting documentation if necessary for the BPA-holders to develop an accurate technical and price quote.

*\*NOTE: BPA Calls may be either fixed price or labor hour. Additionally, BPA Calls should address invoicing intervals (monthly or otherwise).*

BPA Calls at or below the micro-purchase threshold ( $\leq \$3,000$ )

- \*PMs may suggest any BPA-holder

*\*NOTE: BPA Calls at this level are strongly encouraged to be issued to a small business (or one of the other SBA categories, e.g. – woman-owned, service-disabled veteran-owned). Also, PM's must distribute BPA Calls at this level as equitably as possible.*

BPA Calls above the micro-purchase threshold ( $> \$3000$ ) but below the simplified acquisition threshold ( $< \$150,000$ )

- PMs may suggest a minimum of three (3) BPA holders. However, the contracting office will perform the actual solicitation process and the final award decision will be made by the Contracting Officer (CO) of record.

BPA Calls at or above the simplified acquisition threshold ( $\geq \$150,000$ )

- PMs must develop an acquisition plan and get it approved.

- After receipt of an approved package, the assigned Contract Specialist (CS) and/or CO will solicit all BPA holders
- Upon receipt of quotes, the CS and/or CO may seek additional discounts

#### **Additional Responsibilities of the Regional PM**

- Ensure that proposed work is within the scope of the RPSSS BPA
- Ensure funding is adequate and obligated in a timely manner
- Ensure that no instruction (verbal/oral or written) is given to BPA Call awardees that changes the scope of work, as originally awarded. CO approval is required for any changes.
- Determine whether the source selection will be based on best value with tradeoffs (allows for the selection of other than the lowest priced or highest technically rated quote) or lowest-price technically acceptable (price is the discriminating factor for all quotes evaluated and determined "acceptable")
- Develop evaluation criteria – usually includes technical ability, related experience and past performance; but may include others as appropriate

#### **III. ADMINISTRATION ACTIVITIES**

- Submit SOW to Central Office Contracting Officer's Representative (COR) for informational purposes. The intent is to post SOWs in a central repository for other BPA users to access.
- Submit copy of signed/approved GSA Form 49 to Central Office COR (for BPA ceiling monitoring purposes)
- Provide copy of the signed award document to the Central Office COR and the CO for informational purposes
- Receive, inspect, and accept or reject deliverables within 15 business days of receipt or request an extension. Provide a copy of the signed receiving report to the Central Office COR and the CO for informational purposes
- Review invoices and reports for accuracy within 2 days of request from COR
- Provide input, upon request from COR or CO, for contractor evaluations
- Provide quarterly (or upon request by COR) BPA Activity Report (template provided)

**RPSSS BPA HOLDER CONTACT LIST - GS-11P-14-YA-A-0010**  
**Base Year: November 1, 2013 - October 31, 2014**

<u>BPA HOLDER</u>	<u>ABBREVIATION</u>	<u>NAME</u>	<u>TITLE</u>	<u>EMAIL</u>	<u>PHONE #</u>
Value Recovery Holding, LLP	VRH VRH	(b) (4)	Contracting Officer-in-Charge Program Manager	(b) (6) @valuercovery.com (b) (6) @ref-solutions.com	614-324-5955 202-629-3096
* Jones, Lang, LaSalle	JLL		Managing Director	(b) (6) @am.jll.com	202-719-5613
* CBRE	CBRE		Managing Director	(b) (6) @cbre.com	202-585-5590
* Price Waterhouse Coopers/KERES Consulting, Inc.	PWC/KERES PWC/KERES PWC/KERES PWC/KERES		PWC Principal PWC Director PWC Sr. Contracts Manager KERES Contracts Adminstr	(b) (6) @us.pwc.com (b) (6) @us.pwc.com (b) (6) @us.pwc.com (b) (6) @keresnm.com	703-302-4295 703-615-8244 703-918-6167 505-837-2104
McGladrey, LLP			Federal National Practice Leader	(b) (6) @mcgladrey.com	703-336-6439
Bazilio Cobb Associates	BCA		Principal-in-Charge	(b) (6) @baziliocobb.com	202-778-3443
EMAX, LLC	EMAX EMAX		Managing Member Contract Administrator	(b) (6) @emaxllc.com (b) (6) @emaxllc.com	212-813-3510 212-813-3510
Matt Martin Real Estate Management	MMREM MMREM		Proposal Manager VP, Government Business Development	(b) (6) @mmrem.com (b) (6) @mmrem.com (b) (6) @mmrem.com	703-766-5777 ext. 253 703-650-5221
Contracting Officer (CO)	GSA	Cynthia Beckett		cynthia.beckett@gsa.gov	Office: 202-208-0485 Cell: (b) (6)
Contracting Specialist (CS)	GSA	Erica Pelham		erica.pelham@gsa.gov	Office: 202-501-3394
Contracting Officer Rep (COR)	GSA	Nichelle Shoats		nichelle.shoats@gsa.gov	Office: 202-501-2183 Cell: (b) (6)